



# S.M.A.R.T. GOAL ACTION PLANNING

## USE THIS WORKSHEET TO:

- Help you write performance and development goals
- Outline priorities that put you on a path for success
- Define expectations & help to improve performance
- Generate measures of success (for yourself & for your team)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

S What <b>SPECIFICALLY</b> am I aiming to achieve?	M How will I <b>MEASURE</b> success? What will reaching my goal look like?	A What 3 specific <b>ACTIONS</b> will you take to achieve this goal?	R How/why is this goal <b>RELEVANT</b> to what I'd like to accomplish?	T What is the <b>TARGET DATE</b> or <b>TIME</b> for reaching my goal? What benchmarks do I need to achieve along the way?

HOW WILL YOUR AD/RD SUPPORT THIS PLAN?